



Manual DAR Entries

Path: Accounting > Financial Accounting > General Ledger > Document Entry > GL Account Posting
Transaction Code: F-02

1. (Record Cash Cage Deposit) Enter the details from the paper DAR into these fields:

Document Date and the Posting Date are the same: **The date of the business transaction (DAR Date)**

Document Type: **SD**

Company Code: **The four digit Company Code Number**

Reference: **Enter the locally chosen unique reference identifier in this field. It could be a deposit slip number or another type of reference.**

Important Note: Reference is also used in the reference field in Step 2. It has to be entered in both steps.

Text: **(Optional) Can be used for whatever the regional office decides. Internal DAR numbering?**

Goto the bottom of the screen:

Posting Key labeled PK: **40 Debit**

GL Account: **101XXX (071 is B of A Local Deposit Account, 201 is Bank of Hampton Roads)**

Press Enter or Click the Green Check Mark Icon 

Amount: **Enter the dollar amount from the deposit slip as verified by the Central Cashier.**

Value Date: **Enter the date of the Deposit from the deposit slip.**

Site: **Enter the Site number.**

Goto the bottom of the screen:

Posting Key labeled PK: **50 Credit**

GL Account: **101060 (This is the DAR Clearing Account)**

Press Enter or Click the Green Check Mark Icon 

Amount: **The same amount as you entered above or use * to have SAP enter the balancing amount.**

Save the Document and Record the Document Number on the paper posting documents.

2. (Record Detailed DAR Information) Enter the fields as directed below:

Document Date and the Posting Date are the same: **The date of the business transaction (DAR Date)**

Document Type: **SD**

Company Code: **The four digit Company Code Number**

Reference: **Enter the locally chosen unique reference identifier (The same as in Step One)**

Text: **(Optional) Can be used for whatever the regional office decides. Internal DAR numbering?**

Click on the GL Item Fast Entry Screen > Settings > Entry Template, Select Variant Z0001

Posting Key labeled PK: **40 Debit**

GL Account: **This will be the cash posting Debit to the DAR Clearing Account 101060**

Amount : **The appropriate total amount for the line item or items that are on the debit side. This could be a single item or many items from the paper DAR.**

Posting Key labeled PK: **50 Credit**

GL Account: **The appropriate GL Credit Account Example: Program Revenue 501000**

Amount: **The dollar amount for that line item. Press TAB to reach the next line item entry field.**

Continue with the next line item if necessary. The posting keys may alternate between debits and credits according to the entries being made. Continue posting debits and credits until the DAR is recorded.

Save the Document and Record the Document Number on the DAR

Repeat Step 2 for recording all the Activities' DAR Information for that day's deposit

3. (Clear the DAR Clearing Account (101060))

Path: Accounting > Financial Accounting > General Ledger > Account > Clear

Transaction Code: F-03

Enter the details as shown below:

GL Account: **101060**

Clearing Date: **The Current Date**

Company Code: **The applicable Company code**

Under the Additional Selections choices: **Click the Reference field radio button, which will show the unique deposit slip number that was entered in Steps 1 and 2. In the future, you might also be able to clear by dates and/or sites.**

From the application toolbar: **Click the [Process Open Items] button**

Note: The screen will display all the open items for the selection (based on your criteria selections). Make sure that the amounts NET to zero. If the account is out of balance for these open items, back out of the transaction and create an entry, using a SD type document in Step 4 to true up the differences. The differences should correspond with the over/short amounts on the original DAR recorded during the processing of Step 2.

4. (True up the DAR Clearing Account (101060). Proceed with this step ONLY if Step 3 DAR Clearing is out of balance.)

Path: Accounting > Financial Accounting > General Ledger > Document Entry > GL Account Posting

Transaction Code: F-02

Enter the details of the data:

Document Date and the Posting Date are the same: **The date of the business transaction (DAR Date)**

Document Type: **SD**

Company Code: **The four digit Company Code Number**

Reference: **Enter the deposit slip number for this business day's deposit.**

Note: Very important check point!!! This reference number was used on the original DAR entry in Steps 1 and 2. Make sure that the number is entered correctly in all steps.

Text: **(Optional) Can be used for whatever the regional office decides. Internal DAR numbering?**

If the DAR is out of Balance because of a **Cash Shortage**, follow these steps: **On the bottom of the screen:**

Posting key (PK): **40 Debit**

GL Account: **912000 (for Cash Shortage)** Click the Green Check mark or Press Enter.

Amount: **Enter the dollar amount for the difference the clearing account is out of balance.**

Cost Center: **Enter the DAR applicable Cost Center**

Site: **Enter the DAR applicable Site**

On the bottom of the screen:

Posting key (PK) **50 Credit**

GL Account: **101060 (DAR Clearing Account)** Click the Green Check mark or Press Enter

Amount: **The same amount as entered above.**

If the DAR is out of Balance because of a **Cash Overage**, follow these steps: **On the bottom of the screen:**

Posting key (PK): **40 Debit**

GL Account: **101060 (DAR Clearing Account)** Click the Green Check mark or Press Enter.

Amount: **Enter the dollar amount for the difference the clearing account is out of balance.**

Cost Center: **Enter the DAR applicable Cost Center**

Site: **Enter the DAR applicable Site**

On the bottom of the screen:

Posting key (PK) **50 Credit**

GL Account: **812000 (Cash Overage Account)** Click the Green Check mark or Press Enter

Amount: **The same amount as entered above.**

Save the Document and Record the Document Number on the DAR